



**JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)**



On Board AGR at Fort Wayne Air Base Only

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
14-021-A-Air		6 February 2014	20 February 2014
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 nd LRS	Fort Wayne, IN	N/A	SMSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Supply Specialist	TBD	E-6(P)/TSgt	E-8/SMSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) 2S0XX			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u>			
<input checked="" type="checkbox"/> IAW ANGI 36-101, follow on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.			
<input checked="" type="checkbox"/> Open to Females			
DUTIES AND RESPONSIBILITIES			
<p>The primary purpose of this position is to maintain internal surveillance to ensure squadron compliance with procedural directives, perform statistical trend and problem analysis, and to perform satellite stock fund management in support of unit mission. Performs analysis on a wide range of technical squadron functions by analyzing historical and current data and identifying deficiencies or potential problems during QA evaluations or staff assistance visits. Compares supply performance and interface data with prescribed standards to identify the effectiveness of supply support. Performs in-depth research and special analyses and makes appropriate recommendations for improvement. Facilitates corrective measures when specific actions are required by other elements. Serves as the point of contact for all customer problems unresolved at flight level. Utilizes computer software programs, spreadsheets, databases and graphics to collect, organize, analyze, display, and/or brief management information to customers and/or squadron management staff. Monitors inventory losses by analyses of inventory discrepancies, adjustments, and trends to ensure the integrity. Receives incoming shipment discrepancy reports, evaluates, performs analyses on incoming/outgoing reports, ensures effectiveness of the Supply Discrepancy Report (SDR) program. . Initiates reverse post actions as required. Reviews and certifies organization cost center records. Maintains and monitors files and listings associated with organization effectiveness and corrects data to ensure accurate calculations of future year funding and flying hour program.</p>			

Manages the General Support Division (GSD) and monitors the Material Support Division (MSD) of the Air Force Supply Management Activity Group (SMAG) at base level.

GENERAL EXPERIENCE

Knowledge of the Standard Base Supply System, its programs and procedures and of a wide range of commonly applied supply functional principles, concepts and program operations to apply judgment, perform analysis, provide service and resolve problems. Knowledge of established supply systems to weigh the impact of variables on existing policies and procedures that influence the support and services provided. Knowledge and skill to analyze supply/budget reports, conduct quality inspections to ensure compliance with directives & procedures.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Current Technician employees that enter into the AGR program will be separated (or given the option of entering LWOP) from their Technician employment on the day prior to the AGR status effective date.
- Security Clearance:** Applicants must have or be eligible to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: Reece

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**
- **Applicants MUST submit CURRENT fitness assessment.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- **Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

POC is SSG Siefferlen: 317-247-3300 EXT: 3390, DSN 369-2300 EXT: 3390.

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483, Email: ng.in.inarnng.mbx.mdihrweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: Chandler, CMSgt, 122, Fort Wayne, IN COMM: 260-478-3377